

## Department of State

**Program Office:** The U.S. Embassy in San José, Costa Rica  
**Funding Opportunity Title:** Community and Economic Development to Combat the Drug Trade  
**Announcement Type:** Grant or Cooperative Agreement – Initial  
**Funding Opportunity Number:** 0  
**Deadline for Applications:** 5:00 PM on June 25, 2010  
**CFDA** 00.000

## ELIGIBILITY

Eligible applicants are non-governmental organizations (NGOs). Non-governmental organizations may form a consortium with private or public sector involvement or contributions. Grants will be awarded directly to the non-governmental organization which will be fully responsible for the funds. NGOs must provide documentation of legal status with the grant proposal. After determining grant recipients, selected NGOs may be subject to an audit of financial accounting systems and procedures before receiving US government funds.

### Cost Sharing or Matching

This program does not require any financial cost sharing or matching. The program does encourage partnership with at least one public sector institution or private company which may participate in-kind or with financial support.

### Other Special Eligibility Criteria

Not Applicable.

## CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact **Greg Branch**, Economic Specialist, at:  
Email: [branchgh@state.gov](mailto:branchgh@state.gov) (*Preferred method of communication*)  
Phone: +506 2519 2257

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## **I. EXECUTIVE SUMMARY**

The U.S. Embassy in San José, Costa Rica seeks proposals for grants in the range of \$100,000 to \$550,000 from organizations interested to combat drug use and/or crime in the following three areas: 1) at risk youth, 2) fishing communities, and/or 3) land border security.

The U.S. Embassy in San José plans to award a total of \$550,000 to award for a project period of one year. Applicants may apply for amounts of \$100,000, \$150,000, \$200,000, \$250,000 and \$550,000. The U.S. Embassy may award up to five grants which do not exceed the total of \$550,000. The Embassy reserves the right to decide not to award any funds based on the quality of the proposals received.

Proposals should describe the approaches and/or mechanisms that the applicant would implement to (1) deter the use of drugs and interaction with drug traffickers and/or (2) increase security and safety in one or more of the three areas: (a) at risk youth, (b) fishing communities, and/or (c) communities adjacent to land borders.

Proposals are being sought that will address, among other things, methods for involving youth in productive, healthy, and/or vocational activities offering alternative sources of income and social services to fishing communities and communities around border areas.

## **II. BACKGROUND**

This funding will support USG objectives under the Central America Regional Security Initiative (CARSI, previously referred to as Merida). Within Central America (Belize, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama), CARSI is enhancing the capabilities of national law enforcement, border and customs, prosecutorial, judicial, and prison agencies. These improvements are strengthening partner governments' ability to fight burgeoning narco- and arms-trafficking, gangs and associated street and organized crime, which threatens the security of governments in the region. The success of programs under the CARSI framework will enhance citizen safety and advance a wide range of other U.S. and regional shared security priorities. These improved capabilities will also provide a stronger platform for sustained bilateral and multilateral partnerships between the U.S., Central American nations, and other regional states.

## **III. ELIGIBILITY REQUIREMENTS**

Eligibility is limited to non-governmental organizations. Please submit proof of your organization's legal status along with your application. The U.S. Embassy encourages organizations that have not previously received international program funding from the USG to apply under this announcement (see "Eligibility" on page 1).

Applicants are not required to include funding from other donors. However, applications are encouraged to include in-kind and/or cash contributions from non-U.S. Government sources (such as government institutions or private companies).

#### IV. APPLICATION AND SUBMISSION INFORMATION

**Award Period:** 12 months

**Award Amount:** \$550,000 in total is available for this grant program. Applicants may apply for amounts of \$100,000, \$150,000, \$200,000, \$250,000 and \$550,000. Up to five awards will be granted totaling \$550,000. The maximum amount per an individual award is \$550,000 and the minimum amount is \$100,000.

**Application Submission Process:** Applicants may submit applications in one of three ways: (1) in paper format to the U.S. Embassy in Pavas (via courier; Avenieda 0 y Calle 120, Pavas, San Jose, Costa Rica), (2) by email to Mr. Greg Branch, Economic Specialist at [branchgh@state.gov](mailto:branchgh@state.gov), or (3) electronically using [www.Grants.gov](http://www.Grants.gov). Please select ONLY ONE METHOD to deliver your application. DO NOT SUBMIT YOUR APPLICATION MULTIPLE TIMES.

For questions relating to [www.Grants.gov](http://www.Grants.gov), please call the [www.Grants.gov](http://www.Grants.gov) Contact Center at 1-800-518-4726. For questions about this solicitation, contact Greg Branch, Economic Specialist, U.S. Embassy San Jose, at:

Email: [branchgh@state.gov](mailto:branchgh@state.gov) (*Preferred method of communication*)

Phone: +506 2519-2257

**Application Deadline:** All applications must be submitted **on or before June 25 2010**, 5:00 PM local time in Costa Rica. Applications submitted after 5:00 PM will be ineligible for consideration. Appendices, attachments, exhibits, etc. for applications already submitted will not be accepted after the deadline either. **Begin the application process early**, as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

If desired, applicants may register with [www.Grants.gov](http://www.Grants.gov) prior to submitting an application. **Registering with [www.Grants.gov](http://www.Grants.gov) is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. If you choose to submit your application through [www.Grants.gov](http://www.Grants.gov), please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for [www.Grants.gov](http://www.Grants.gov), which is required for application submission. There are four steps that you must complete before you are able to register: (1) obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711; (2) register with Central Contractor Registry (CCR); (3) register yourself as an Authorized Organization Representative (AOR); and (4) be authorized as an AOR by your organization. For more information, go to [www.grants.gov](http://www.grants.gov). Please note that your CCR

registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through [www.Grants.gov](http://www.Grants.gov).

**Application Content:** Applicants must follow the Request For Proposal (RFP) instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP in English. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The Concept Papers may not exceed 8 double-spaced pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 6 below. Organizations are permitted to submit multiple Concept Papers. The proposal must consist of the following:

**Section 1 - Application for Federal Assistance (SF-424):**

This form can be found on-line at: <http://www.whitehouse.gov/omb/grants/forms.html>.

**Section 2 - Abstract:**

The abstract is limited to 300 words in length. It must provide a summary of the identified need, proposed activities, and expected results.

**Section 3 - Problem Statement:**

The Problem Statement is limited to 150 words in length. The problem statement must describe the need for the project, with regards to: location, the extent and nature of the drug trade or crime problem in the area, and the population or group affected by the drug trade or crime problem. Corroboration of the perceived problem should be presented, with any available qualitative and quantitative information. The problem statement should identify the existing resources in the location, such as on-going anti-drug programs and their funding sources, as well as general internal and external support mechanisms.

**Section 4 – Project Goals/Implementation Plan:**

The applicant must specify the goals and objectives of the project, relative to the problem statement. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This section should also describe how success will be measured via performance indicators. Applicants should have no expectation of additional funding from the U.S. Embassy in future years. Therefore, the proposal must explain clearly **how the proposed project or its results will be sustainable after the project concludes**. Finally, this section must include a time-task plan that clearly identifies the objectives and timeline of major activities. The project goals and implementation plan may support or expand existing projects funded with other resources.

### **Section 5 - Organizational Capability:**

The description of the Organizational Capability is limited to 300 words in length. Applications must include a clear description of the applicant's management structure, previous experience with affected communities, and organizational experience and background in the country/region as these relate to the proposed activities. Besides information about the organization as a whole, this section must also identify the proposed project management structure and staffing plan for the proposed project (including the need to hire new staff).

### **Section 6 - Appendices:**

The Concept Paper submission must include three appendices. Only the appendices listed below may be included as part of the application:

- (a) **Budget (Required):** The budget must identify the total amount of funding requested, with a breakdown of amounts to be spent in the following budget categories: personnel; fringe benefits; travel; equipment; supplies; consultants/contracts; other direct costs; and indirect costs. The budget may not exceed 1 page in length.
- (b) **Resumes (Required):** A resume, not to exceed 1 page in length, must be included for the proposed key staff person, such as the Project Director. If an individual for this type of position has not been identified, the applicant may submit a 1-page position description, identifying the qualifications and skills required for that position, in lieu of a resume.
- (c) **Letters of Intent (Required, if partners are part of the proposal bid):** A letter of intent for each partner organization should be included with the Concept Paper which identifies the type of relationship to be entered into (formal or informal), the roles and responsibilities of each partner in relation to the proposed project activities, and the expected result of the partnership. Please note that these are not letters of support or reference, and should only be included for those organizations that will play an active role in the project, including those that receive financial support through the project budget. The individual letters cannot exceed 1 page in length, and applicants are limited to submitting up to 5 letters per Concept Paper.

## **V. AWARD SELECTION CRITERIA**

**Evaluation Criteria:** Applicants should note that the following criteria (1) serve as a standard against which all proposals will be evaluated, and (2) serve to identify the significant matters that should be addressed in all proposals. The US Embassy will award grants to the applicants whose offers represent the best value to the US Embassy on the basis of technical merit and cost.

Each application will be evaluated by a peer review committee of Department of State and other experts, as deemed appropriate. The evaluation criteria have been tailored to the requirements of this RFP.

- **Problem Statement (25 points):** This section should identify the importance and relevance of the applicant's proposal to combat the drug trade or crime through community and economic development. Emphasis will be placed on the extent to which the proposed activity complements existing efforts in Costa Rica or fills a gap in which needs are not being met. The proposed activity should not duplicate other programs. A compelling statement of need for the program, with regards to the drug trade or crime problem and limitations on resources in the proposed location, will receive high points by the review panel.
- **Project Goals/Implementation Plan (40 points):** Applicants should describe what they propose to do and how they will do it. The proposed activities must directly relate to meeting the goals and objectives, and applicants should include information on how they will measure activities' effectiveness. The review panel will be viewing the implementation plan in terms of how well it addresses the problem statement, relevance of the goals and objectives, feasibility of the proposed activities and their timeline for completion, and the extent to which the impact of the project will continue beyond the conclusion of the funding period.
- **Organizational Capability (20 points):** Proposals should demonstrate the ability to develop and implement programs in the area of community and economic development. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goals and objectives. In addition, applicants should describe how and with whom they will collaborate to meet project goals. The application must distinguish all key partners and organizations that will be involved in the project. The committee will look favorably at proposals that partner with other NGOs or Government agencies.
- **Appendices (15 points):**
  - **Budget:** Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. The panel will review the Budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122 ([http://www.whitehouse.gov/omb/circulars\\_a122\\_2004/](http://www.whitehouse.gov/omb/circulars_a122_2004/)), and if the costs are consistent with the program narrative.
  - **Resume:** The review panel will consider the appropriateness of the selected project manager; in view of the role and responsibility that person will play in guiding the project through implementation to completion. Position descriptions submitted in lieu of resumes will be reviewed for the appropriateness of the qualifications and skills identified.
  - **Letters of Intent:** The review panel will consider the types and depth of relationships that the applicant has with partner organizations. The panel will also review the letters to determine the willingness of partner

organizations to participate in the effort, and that all parties have an understanding of their unique roles and responsibilities in terms of the proposed project.

## **VI. AWARD ADMINISTRATION INFORMATION**

**Award Notices:** The grant award or co-operative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the U.S. Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

**Anticipated Time to Award:** Applicants should expect to be notified of awards by August 30, 2010.

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

**Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

## **VII. DISCLAIMER**

If a proposal is selected for funding, the U.S. Embassy has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the U.S. Embassy.